

FEDERAL HOUSING FINANCE BOARD VACANCY ANNOUNCEMENT #06-12TF

OPENING DATE: June 21, 2006

CLOSING DATE: July 12, 2006

POSITION TITLE: Associate Director, Supervision and Examination, TF-0301-02

TYPE OF APPOINTMENT: Permanent, Full-time

AREA OF CONSIDERATION: All U.S. Citizens

LOCATION: Office of Supervision, Supervision and Examination Division
Washington, DC

SALARY: \$130,526 to \$195,789 per annum

The salary range includes a 2006 comparability rate of 16.3%. (This rate is subject to annual review and may change.)

Relocation expenses will not be authorized.

Travel Requirements: May travel 25% to 50% of the time.

Other requirements: 1) US citizenship, 2) financial disclosure, 3) one-year probationary period and 4) the ability to pass a background investigation.

AGENCY BACKGROUND:

The **Federal Housing Finance Board (Finance Board)** is an independent non-appropriated-fund agency in the Executive Branch of the Federal Government. The Finance Board regulates the Federal Home Loan Banks (FHLBanks) for safety and soundness, and also ensures that the FHLBanks fulfill their public policy mission of facilitating residential mortgage lending in partnership with its community-based members. The FHLBank System was created in 1932 to promote home ownership and a strong home finance industry. It is a network of 12 District Banks that provide lending, deposit, and other services to mortgage lending institutions. The members of the FHLBank System originate and hold a significant portion of the nation's home mortgages. Membership includes thrift institutions (savings and loan associations, savings banks and cooperative banks), commercial banks, and credit unions as well as a small number of insurance companies. The FHLBank System has combined assets exceeding \$1 trillion.

The **Office of Supervision (OS)** is responsible for carrying out the Finance Board's statutory duties for ensuring that: 1) the FHLBanks operate safely and soundly, 2) the housing finance mission for the FHLBank System is being met, and 3) the FHLBanks remain adequately capitalized. OS performs these functions through on-site examinations and off-site monitoring of the FHLBanks and the Office of Finance (OF). Other responsibilities of OS include policy and regulatory analysis, formulation and planning, and conducting and evaluating long-range projects and proposals for all agency programs relating to the Finance Board's supervision and oversight of the FHLBank System.

The **Supervision and Examination Division** is responsible for conducting financial, operational, compliance and mission achievement supervisory activities and examinations for each of the FHLBanks and OF. The FHLBanks and OF are monitored on an on-going basis and examined annually to ensure safety and soundness of operations and the FHLBank System's housing finance mission is being met. On-site examinations review each institution's financial condition, safety and soundness, adherence to financial, management and accounting practices and compliance with Finance Board directives. Although the scope varies with each examination, examiners typically review management competence, operating performance, mission achievement, credit and collateral operations, financial management, community investment activities, and other areas of potential risk in each FHLBank. A Report of Examination is prepared and a board presentation is made at the conclusion of each examination to articulate examiners' findings.

Please read the following carefully - INCOMPLETE applications will not be considered.

Summary of Duties: The incumbent is responsible for the oversight and direction of the Supervision and Examination Division within the Office of Supervision. As the senior supervisor and leader of the division, he/she is responsible for planning, organizing, completing and controlling the credit, financial, audit, and management evaluation processes. The incumbent must also effectively communicate and defend the goals and objectives of the Finance Board to a wide array of audiences, and proactively implement programs that ensure the efficient operation of the supervisory examination process.

ELIGIBILITY REQUIREMENTS:

Applicants must meet all qualification requirements, including the following, by the closing date.

Basic Qualifications: To be considered for this position, applicants must have one year of specialized experience at the TF-1 pay level, or its equivalent. Specialized experience is a combination of knowledge and work experience which demonstrates that the applicant possesses the appropriate knowledges, skills and abilities to successfully perform the duties of this position. In order to be considered for this position, applicants **must** clearly state how they meet the following specialized experience statement:

- Oversight and managerial experience related to program and policy development for bank supervision, which involves **all** of the following: 1) providing oversight and technical guidance for supervisory policy development; 2) participating in senior level discussions related to regulatory and supervisory issues; 3) managing human and financial resources; and 4) setting strategic goals and objectives for a work unit.

Evaluation Method: In addition to a statement demonstrating how you meet the specialized experience requirement, you **must** respond to the following quality ranking factors. Your resume and supporting documentation will be reviewed and evaluated based on predetermined criteria. Eligible candidates will then be placed for selection consideration into three categories as described below:

1. **Highly-Qualified Category.** Meets the qualifications described for the Qualified Category and excels on responses to the knowledge, skills and abilities described below.
2. **Well-Qualified Category.** Meets the qualifications described under the Qualified Category and demonstrates proficient experience based on responses to the knowledge, skills and abilities described below.
3. **Qualified Category.** Meets minimally qualifying experience for the position.

For each factor you must indicate how your experience and/or education provided you with the necessary knowledge, skill and/or ability. Your response should describe relevant and specific assignments (including identifying the issue or problem that was the objective of the assignment, your level of responsibility, and the results achieved). Responses must be written on separate sheets of paper and included in your application package. Applicants who do not respond to the following ranking factors will be rated ineligible.

Ranking Factors: Your response should be a concise written narrative individually addressing **EACH** of the ranking factors listed below.

1. Ability to identify and analyze complex risk and policy issues emerging from economic, legislative, and business operations; provide solutions to exceptionally difficult and complex problem situations, and recommend changes to current policies and practices.
2. Ability to communicate financial issues both orally and in writing.

3. Demonstrated leadership skills, and the ability to motivate a staff and provide effective personnel management. This includes evaluating the staff and creating a harassment-free work environment consistent with EEO, affirmative employment and diversity principles.

APPLICATION PROCEDURE

How to Apply: All application materials must be received by 5 p.m. on the closing date of this announcement and sent to the Office of Human Resources at the address listed on the last page of the announcement under “Other Information”. Applicants are encouraged to fax or e-mail application materials given the delays encountered with mail delivery. Applications may be faxed to (202) 408-2530 or emailed to jobs@fhfb.gov. **Applicants must submit the following:**

1. Form OF 612, “Optional Application for Federal Employment,” accessible at (<http://www.opm.gov/forms/html/of.asp>); **OR**
A resume or other application format of applicant’s choice; **AND**
2. Specialized Experience Statement
3. Narrative on Ranking Factors

Regardless of which application form is submitted, it must include the information listed below or the applicant may not receive further consideration:

1. Announcement number, title, and grade(s) of the job for which applying;
2. Full name, mailing address (with zip code), and day and evening phone numbers (with area code);
3. Social Security Number and U.S. Citizenship;
4. Highest Federal civilian grade held, including series and dates held;
5. Work experience – including the following information for paid/unpaid work: experience related to the position for which applying, job title (include series/grade if Federal position), employer’s name and address, supervisor’s name and phone number, starting and ending dates (month and year), number of hours per week, salary, duties and accomplishments, and indicate whether current supervisor may be contacted;
6. High School – name, city, state and zip code, and date of diploma or GED;
7. Colleges and Universities – name, city, state with zip code, major(s), type and year of any degree(s) received. If no degree, show total credits earned, and indicate whether semester or quarter hours;
8. Job-related training courses (title and year);
9. Job-related skills, for example foreign languages, typing speed, computer software proficiencies;
10. Job-related current certificates and licenses;
11. Job-related honors, awards, and special accomplishments, such as publications, memberships in professional or honor societies, leadership activities, public speaking, and performance awards.

If applicable, applicants must also submit the following:

1. Notification of Personnel Action (SF-50), verifying current or previous competitive status and highest grade held.
2. Performance appraisal, within last year.
3. Form SF-181 (Ethnicity and Race Identification) & Form SF-256 (Self-Identification of Handicap) – These forms are for data collection purposes only. Click on [HR Forms](#) to obtain the above mentioned forms.
4. Please indicate in your application submission how you found out about this employment opportunity.

An overview of the agency’s benefits package can be found at the following link: [FHFB's Benefits](#)

This agency provides **reasonable accommodations to applicants with disabilities**. If you need reasonable accommodation for any part of the application and hiring process, please notify us at (202) 408-2808. The decision to grant reasonable accommodations will be made on a case-by-case basis.

Required Prior to Employment: Form OF 306, “Declaration for Federal Employment.”

Other Information:

1. Applications may be sent to: Federal Housing Finance Board

Office of Human Resources, Suite 3000
1625 Eye Street, NW
Washington, DC 20006

2. To hand deliver, applications should be dropped off at the **Fourth Floor** reception desk.
3. Applications will not be accepted if submitted in United States Government postage-paid envelopes.
4. Investigations and clearances must be satisfactorily completed to remain in the position.
5. United States Citizenship is required.
6. For forms, call the Finance Board's Job Vacancy Hot Line at (202) 408-2808.

**THE FEDERAL HOUSING FINANCE BOARD IS AN
EQUAL OPPORTUNITY EMPLOYER.**

All applicants will receive consideration without regard to race, sex, sexual orientation, religion, color, national origin, age or disability.